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**RECORDS SERVICES DIVISION
GENERAL INSURANCE OFFICE**
27 January 1954

MEMORANDUM FOR: Chief, Records Services Division
THROUGH : Assistant Director for Research and Reports
SUBJECT : Progress Report on the Records Management Program in ORR.

1. Since the inception of the Records Management Program in ORR, 1 April 1953, 67 cubic feet of administrative records equivalent to $8\frac{1}{2}$ legal-sized lock safes, have been retired. Five safes have been returned to supply.
 2. All Divisions and Staffs in ORR have installed or are in the process of installing the Agency filing system for Administrative Papers.
 3. Preliminary explorations have begun on the creation of a standard filing system for the substantive files in the economic area. Dr. [REDACTED] Chief/E, has agreed to appoint a committee from his Divisions to develop such a system.
 4. Duplicate storage of finished intelligence reports in office safes is being resolved by cooperation of the Project Control Staff. They have agreed to keep file copies of all ORR publications and to make them available to requesters. They also act as liaison between Records Center Supplemental Distribution and ORR needs. The CIA library located in M Building also keeps copies of ORR reports.
 5. In ORR, Administrative papers constitute only a very small fraction of the paper stored in office safes. At this time, Administrative files are under control. The most difficult records management job remains to be done -- that of standardizing and cleaning out approximately 650 legal safes filled with intelligence materials.

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